



General Services Administration
Public Buildings Service
Washington, DC 20405

PQRP-92-07

DEC 17 1992

MEMORANDUM FOR ALL REAL PROPERTY LEASING ACTIVITIES
(PQRP DISTRIBUTION LIST)

FROM: ROBERT J. DILUCHIO
ASSISTANT COMMISSIONER
FOR REAL PROPERTY DEVELOPMENT PQ

SUBJECT: Revision of Lease File Format

1. Purpose. To issue a revision of the lease file index to reflect changes in the leasing process and to facilitate management of the lease contract file.
2. Background. The existing lease file index was issued in October 1987. Many regions have expressed the need to improve upon the detail and refine the sequencing of the lease file. Also, a new lease file index is being issued for expedited lease procurements.
3. Effective date/expiration date. The lease file indexes are effective for leasing actions initiated 30 days after this date and will expire in 1 year unless extended or incorporated into the leasing handbook at an earlier date.
4. Cancellation or other. The acquisition letter PQP-87-09, issued on October 1, 1987, and extended through November 30, 1992, is hereby cancelled.
5. Coverage. All real property leasing activities.
6. Policy.
 - a. Attached is a revised lease file index to be used for standard and small leasing actions. Also attached is a new lease file index to be used in expedited procurements.
 - b. All lease files, regardless of size, shall be established according to the attached indexes. Separate files may be used when documentation becomes too voluminous (e.g. lease alterations) or when the region determines that it is appropriate to do so (e.g. payment files). The new indexes were designed so that they can be used as checklists to assist the realty specialist in ensuring that the lease contract is properly documented.

Attachments



STANDARD/SMALL LEASE-FILE INDEX AND CHECKLIST

PROJECT NUMBER: _____ LOCATION: _____
 LEASE NUMBER: _____ AGENCY: _____
 SQUARE FOOTAGE: _____

	<u>REQUIRED</u>	<u>NOT REQUIRED</u>	<u>DOCUMENT IN FILE</u>
I. REQUIREMENT:			
SF-81 REQUEST FOR SPACE	_____	_____	_____
GSA FORM SF-81A	_____	_____	_____
STATEMENT OF CONTINUING NEED	_____	_____	_____
SPECIAL REQUIREMENTS (SPECS)	_____	_____	_____
AGENCY APPROVAL OF SFO/SPECIALS	_____	_____	_____
REIMBURSABLE WORK AUTHORIZATION	_____	_____	_____
ESTIMATES	_____	_____	_____
JUSTIFICATION OF UTILIZATION RATE	_____	_____	_____
JUSTIFICATION OF DELINEATED AREA	_____	_____	_____
TITLE 10 CLEARANCE FOR ARMED	_____	_____	_____
SERVICES > \$100,000	_____	_____	_____
OTHER:	_____	_____	_____
II. PRE-SOLICITATION:			
ACQUISITION PLAN	_____	_____	_____
JUSTIFICATION & APPROVAL OF OTFO	_____	_____	_____
ENVIRONMENTAL ASSESS./IMPACT STATMT	_____	_____	_____
HISTORIC BUILDING CHECK	_____	_____	_____
FLOOD PLAIN CHECK	_____	_____	_____
PROSPECTUS/NOTIFICATION OF APPROVAL	_____	_____	_____
ADVERTISEMENT ORDER	_____	_____	_____
COPY OF ADVERTISEMENT	_____	_____	_____
FLYER	_____	_____	_____
RESPONSES TO ADS AND FLYERS	_____	_____	_____
MARKET SURVEY & AGENCY CONCURRENCE	_____	_____	_____
SOURCE SELECTION CORRESPONDENCE	_____	_____	_____
INITIAL SOURCE SELECTION PLAN	_____	_____	_____
FINAL SOURCE SELECTION PLAN	_____	_____	_____
OTHER:	_____	_____	_____
III. SOLICITATION:			
SFO (FINAL)	_____	_____	_____
SFO DISTRIBUTION LIST	_____	_____	_____
AMENDMENTS/ADDENDA	_____	_____	_____
OTHER:	_____	_____	_____

STANDARD/SMALL LEASE FILE INDEX AND CHECKLIST
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	<u>REQUIRED</u>	<u>NOT REQUIRED</u>	<u>DOCUMENT IN FILE</u>
IV. EVALUATION/PRE-NEGOTIATION:			
ABSTRACT OF OFFERS			
NEGOTIATION OBJECTIVES			
APPRAISALS			
ANALYSIS OF VALUES (GSA FORM 387)			
ESTIMATES:			
LUMP SUMS			
UNIT PRICES AND APPROVALS			
OVERTIME RATE AND APPROVAL			
ESCALATION			
SPECIAL SERVICES			
EEO COMPLIANCE REVIEW			
FIRESAFETY REQUEST			
FIRESAFETY SURVEY REPORT			
BUILDINGS MANAGEMENT REQUEST			
BUILDINGS MANAGEMENT SURVEY REPORT			
FPO REQUEST			
FPO REPORT			
HANDICAPPED CERTIFICATION			
REQUEST FOR BEST AND FINAL OFFER			
INIT. SOURCE SELECTION EVAL REPORT			
FINAL SOURCE SELECTION EVAL REPORT			
OTHER:			
V. UNSUCCESSFUL OFFER(S):			
NEGOTIATION RECORDS WITH OBJECTIVES			
REQUEST FOR BEST AND FINAL OFFERS			
UNSUCCESSFUL OFFER/CORRESPONDENCE			
OFFERS RECEIVED AFTER BEST & FINALS			
CONGRESSIONALS, PLUS RESPONSES			
REJECTION LETTERS			
OTHER:			
VI. SUCCESSFUL OFFER & AWARD DETERMINATION:			
NEGOTIATIONS RECORDS W/ OBJECTIVES			
SOURCE SELECTION AUTHOR. DECIS. DOC			
SUCCESSFUL OFFER/CORRESPONDENCE			
PRICE NEGOTIATION MEMORANDUM			
FINANCIAL RESPONSIBILITY CHECK			
SMALL BUSINESS SUBCONTRACTING PLAN			
LETTER OF ACCEPTANCE FROM AGENCY			
SEISMIC CERTIFICATION			
FLOOD PLAIN WAIVER			
PROCUREMENT INTEGRITY CERT -OFFEROR			
AUTHORIZED ACCESS/DISCLOSURE LIST			
DEBARRED BIDDERS LIST CHECK			
OTHER:			

STANDARD/SMALL LEASE FILE INDEX AND CHECKLIST
PAGE 3

	<u>REQUIRED</u>	<u>NOT REQUIRED</u>	<u>DOCUMENT IN FILE</u>
VII. CONTRACT:			
AWARD LETTER			
FULLY EXECUTED LEASE			
PROCUREMENT INTEGRITY CERT -CO			
VERIFICATION OF MEASUREMENT			
OTHER:			
VIII. APPROVAL DOCUMENTS:			
PREVALIDATION OF FUNDING			
LEGAL CONCURRENCE			
RAMS			
PRE-AWARD IG REQUEST			
PRE-AWARD IG APPROVAL/WAIVER			
VP CONTRACT CLEARANCE			
DRAWINGS/LAYOUTS FROM AGENCY			
APPROVAL OF DRAWINGS			
FIRE-SAFETY APPROVAL OF DRAWINGS			
LAYOUTS TO LESSOR			
FINISH SCHEDULE TO LESSOR			
OTHER:			
IX. ADMINISTRATION:			
COPY OF LETTER TRANSMITTING:			
LEASE TO FIELD OFFICE			
LEASE TO AGENCY			
POST AWARD CBD SYNOPSIS			
NOTIFY CONCESSIONS BRANCH			
COR LETTERS TO LESSOR			
COR LETTERS TO DESIGNATED AGCY REP			
CORRESPONDENCE			
CHANGE OF OWNERSHIP/R-620			
ACCEPT SPACE/CONDITION SURVEY			
MEASUREMENT OF SPACE			
CORRECTION OF DEFICIENCIES			
NUMBER OF OUTLETS			
CREDITS/DEBITS			
AMOUNT OF PARTITIONS			
LUMP SUM INSTALLED			
SIGNED BY LESSOR & GOVERNMENT			
PUNCH LIST RESOLUTION			
R-620			
GSA FORM 3305			
OTHER:			

STANDARD/SMALL LEASE FILE INDEX AND CHECKLIST
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	<u>REQUIRED</u>	<u>NOT REQUIRED</u>	<u>DOCUMENT IN FILE</u>
X. LEASE ALTERATIONS (FOR EACH PROJECT INCLUDE:			
LEASE ALTERATIONS:			
OFFER			
ESTIMATES			
NEGOTIATION RECORD			
CORRESPONDENCE			
AUDIT OVER \$500,000			
COST PRICING OVER \$100,000 OR			
WAIVER			
INSPECTION & ACCEPTANCE			
SF-1034			
OTHER:			
XI. APPEAL (SEPARATE FILE NUMBER)			
PROTESTS, PLUS RESOLUTION			
UNRESOLVED CLAIM			
FINAL CO DECISION LETTER			
APPEAL			
APPEAL FILE			
CORRESPONDENCE			
DECISION GSBGA OR CLAIMS COURT			
PAYMENT			
CLAIMS:			
CORRESPONDENCE			
C. O. DECISION			
RESOLUTION			
OTHER:			

Separate files for floor plans, payments, lease alterations, condemnation, protests, etc., may be included at the discretion of the region

EXPEDITED LEASE FILE INDEX AND CHECKLIST

PROJECT NUMBER: _____ LOCATION: _____
 LEASE NUMBER: _____ AGENCY: _____
 SQUARE FOOTAGE: _____

	<u>REQUIRED</u>	<u>NOT REQUIRED</u>	<u>DOCUMENT IN FILE</u>
<u>I. REQUIREMENT:</u>			
SF-81 REQUEST FOR SPACE	_____	_____	_____
GSA FORM SF-81A	_____	_____	_____
STATEMENT OF CONTINUING NEED	_____	_____	_____
SPECIAL REQUIREMENTS (SPECS)	_____	_____	_____
REIMBURSABLE WORK AUTHORIZATION	_____	_____	_____
ESTIMATES	_____	_____	_____
OTHER:	_____	_____	_____
<u>II. PRE-SOLICITATION:</u>			
ACQUISITION PLAN	_____	_____	_____
JUSTIFICATION & APPROVAL OF OTFO	_____	_____	_____
PROSPECTUS/NOTIFICATION OF APPROVAL	_____	_____	_____
ADVERTISEMENT ORDER	_____	_____	_____
COPY OF ADVERTISEMENT	_____	_____	_____
FLYER	_____	_____	_____
RESPONSES TO ADS AND FLYERS	_____	_____	_____
MARKET SURVEY & AGENCY CONCURRENCE	_____	_____	_____
OTHER:	_____	_____	_____
<u>III. SOLICITATION:</u>			
SFO (FINAL)	_____	_____	_____
OTHER:	_____	_____	_____
<u>IV. EVALUATION/PRE-NEGOTIATION:</u>			
EEO COMPLIANCE REVIEW	_____	_____	_____
FIRESAFETY REQUEST	_____	_____	_____
FIRESAFETY SURVEY REPORT	_____	_____	_____
HANDICAPPED CERTIFICATION	_____	_____	_____
OTHER:	_____	_____	_____
<u>V. UNSUCCESSFUL OFFER(S):</u>			
UNSUCCESSFUL OFFER/CORRESPONDENCE	_____	_____	_____
OTHER:	_____	_____	_____

EXPEDITED LEASE FILE INDEX AND CHECKLIST
PAGE 2

	<u>REQUIRED</u>	<u>NOT REQUIRED</u>	<u>DOCUMENT IN FILE</u>
<u>VI. SUCCESSFUL OFFER & AWARD DETERMINATION:</u>			
SUCCESSFUL OFFER/CORRESPONDENCE	_____	_____	_____
ACTION SUMMARY FORM	_____	_____	_____
FINANCIAL RESPONSIBILITY CHECK	_____	_____	_____
SMALL BUSINESS SUBCONTRACTING PLAN	_____	_____	_____
LETTER OF ACCEPTANCE FROM AGENCY	_____	_____	_____
SEISMIC CERTIFICATION	_____	_____	_____
FLOOD PLAIN WAIVER	_____	_____	_____
PROCUREMENT INTEGRITY CERT -OFFEROR	_____	_____	_____
AUTHORIZED ACCESS/DISCLOSURE LIST	_____	_____	_____
DEBARRED BIDDERS LIST CHECK	_____	_____	_____
OTHER:	_____	_____	_____
_____	_____	_____	_____
<u>VII. CONTRACT:</u>			
AWARD LETTER	_____	_____	_____
FULLY EXECUTED-LEASE	_____	_____	_____
PROCUREMENT INTEGRITY CERT -CO	_____	_____	_____
VERIFICATION OF MEASUREMENT	_____	_____	_____
OTHER:	_____	_____	_____
_____	_____	_____	_____
<u>III. APPROVAL DOCUMENTS:</u>			
PREVALIDATION OF FUNDING	_____	_____	_____
PRE-AWARD IG REQUEST	_____	_____	_____
PRE-AWARD IG APPROVAL/WAIVER	_____	_____	_____
DRAWINGS/LAYOUTS FROM AGENCY	_____	_____	_____
APPROVAL OF DRAWINGS	_____	_____	_____
FIRE-SAFETY APPROVAL OF DRAWINGS	_____	_____	_____
LAYOUTS TO LESSOR	_____	_____	_____
FINISH SCHEDULE TO LESSOR	_____	_____	_____
OTHER:	_____	_____	_____
_____	_____	_____	_____
<u>IX. ADMINISTRATION:</u>			
<u>COPY OF LETTER TRANSMITTING:</u>			
LEASE TO FIELD OFFICE	_____	_____	_____
LEASE TO AGENCY	_____	_____	_____
POST AWARD CBD SYNOPSIS	_____	_____	_____
NOTIFY CONCESSIONS BRANCH	_____	_____	_____
COR LETTERS TO LESSOR	_____	_____	_____
COR LETTERS TO DESIGNATED AGCY REP	_____	_____	_____
CORRESPONDENCE	_____	_____	_____

EXPEDITED LEASE FILE INDEX AND CHECKLIST
PAGE 3

	REQUIRED	NOT REQUIRED	DOCUMENT IN FILE
IX. ADMINISTRATION: (CONT'D)			
CHANGE OF OWNERSHIP/R-620	_____	_____	_____
ACCEPT SPACE/CONDITION SURVEY	_____	_____	_____
MEASUREMENT OF SPACE	_____	_____	_____
CORRECTION OF DEFICIENCIES	_____	_____	_____
NUMBER OF OUTLETS	_____	_____	_____
CREDITS/DEBITS	_____	_____	_____
AMOUNT OF PARTITIONS	_____	_____	_____
LUMP SUM INSTALLED	_____	_____	_____
SIGNED BY LESSOR & GOVERNMENT	_____	_____	_____
PUNCH LIST RESOLUTION	_____	_____	_____
R-620	_____	_____	_____
GSA FORM 3305	_____	_____	_____
OTHER:	_____	_____	_____
	_____	_____	_____
X. LEASE ALTERATIONS (FOR EACH PROJECT INCLUDE:			
LEASE ALTERATIONS:			
OFFER	_____	_____	_____
ESTIMATES	_____	_____	_____
NEGOTIATION RECORD	_____	_____	_____
CORRESPONDENCE	_____	_____	_____
AUDIT OVER \$500,000	_____	_____	_____
COST PRICING OVER \$100,000 OR	_____	_____	_____
WAIVER	_____	_____	_____
INSPECTION & ACCEPTANCE	_____	_____	_____
SF-1034	_____	_____	_____
OTHER:	_____	_____	_____
	_____	_____	_____
XI. APPEAL (SEPARATE FILE NUMBER)			
PROTESTS, PLUS RESOLUTION	_____	_____	_____
UNRESOLVED CLAIM	_____	_____	_____
FINAL CO DECISION LETTER	_____	_____	_____
APPEAL	_____	_____	_____
APPEAL FILE	_____	_____	_____
CORRESPONDENCE	_____	_____	_____
DECISION GSBGA OR CLAIMS COURT	_____	_____	_____
PAYMENT	_____	_____	_____
CLAIMS:	_____	_____	_____
CORRESPONDENCE	_____	_____	_____
C. O. DECISION	_____	_____	_____
RESOLUTION	_____	_____	_____
OTHER:	_____	_____	_____
	_____	_____	_____

Separate files for floor plans, payments, lease alterations, condemnation, protests, etc., may be included at the discretion of the region